

**Yale University  
Office of Research Administration  
Guidelines for the Retention of Documents Relating to Federal Grants**

<b>Type of Record</b>	<b>Retention Guidelines</b>
<p>Financial records, supporting documents, statistical records, and all other records pertinent to the award of a grant.</p> <p>Programmatic records, including research data, and records pertaining to the sources and application of funds for grant-supported activities.</p> <p>Records for real property and equipment acquired with federal funds.</p> <p>Indirect cost rate proposals and computations, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (<i>e.g.</i>, computer usage charge-back rates or composite fringe benefit rates).</p> <p>Records pertaining to program income.</p>	<p>Three years from the date of submission of the last report required by the grant (for example, a programmatic report, property report, patent invention report, or financial report), unless the terms and conditions of a specific grant require a longer period.</p>
<p>Records pertaining to research misconduct proceedings, audits, or other research-related matters not directly addressed above.</p>	<p>Consult the Office of the General Counsel for guidance regarding retention requirements.</p>

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